

# Madelyn Shackelford Washington

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## EDUCATION:

Bachelor of Arts in Music Industry Studies from California State University, Northridge.  
Class of 2003.

Master of Music in Afro-Latin Music at California State University, Los Angeles.  
Class of 2009.

Currently working towards a Master of Library Science at Indiana University, Bloomington.

## SPECIAL SKILLS

- Founded SOUELL PRODUCTIONS in July of 1999.
- Seven years of professional experience in arts administration, marketing, and classroom instruction.
- Proven communication abilities both oral and written.
- Excellent interpersonal skills.
- Efficient time manager-ability to achieve immediate and long-term goals and meet operational deadlines.
- Computer proficient on all Macintosh operating systems, as well as PC systems: Pro Tools, Finale, Excel, Outlook, Word, Access and Publisher.
- Languages: Conversational Spanish and Portuguese. Reading comprehension of French, and Italian.

## EMPLOYMENT:

January 2006- present	ALADANZA ESCUELA SUPERIOR, <i>Instructor/Consultant</i> . Montevideo, Uruguay. (Seasonal)
October 2003-present	MULTILINGUAL RESOURCES, <i>Marketing Director</i> . West Hills, California. (Seasonal)
July 1999-present	SOUELL PRODUCTIONS, <i>Self Employed</i> . Simi Valley, California.
May 1998-June 2002	ALBERT MCNEIL JUBILEE SINGERS, <i>Singer/Dancer/Stage Manager/Choreographer</i> . Los Angeles, California.

## STUDENT EMPLOYMENT:

January 2009-June 2009	PEER-AIDED INFORMATION RESEARCH, <i>JFK Library, California State University, Los Angeles</i> .
September 2008-June 2009	ELECTRONIC CLASSROOM ASSISTANT, <i>JFK Library, California State University, Los Angeles</i> .
September 2008-June 2009	PATRON REFERENCE, <i>JFK Library, California State University, Los Angeles</i> .

## VOLUNTEER WORK:

September 2007- June 2008	CENTER FOR AFRO LATIN MUSIC STUDIES, Business plan writer and assistant to the department head of Afro Latin Music at California State University Los Angeles.
September 2006- June 2007	LA OPERA'S EDUCATION AND COMMUNITY PROGRAMS, Opera Mentor for music students at Cleveland High School in the San Fernando Valley.

## PERSONAL:

Soloist: Dramatic Coloratura Soprano, Alto Flute, C Flute, Piccolo.  
Triathlete  
Girl Scout, 1984-1991

# MADELYN SHACKELFORD WASHINGTON

## EXPERIENCE

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January 2009-

June 2009

John F. Kennedy Library, California State University Los Angeles  
*Peer-Aided Information Research*

Los Angeles, California

Served as a peer mentor for the university library during two academic quarters. Trained patrons how to navigate and use the library catalog and academic bibliographic databases in various on-campus locations.

September 2008-

June 2009

John F. Kennedy Library, California State University Los Angeles  
*Patron Reference*

Los Angeles, California

Informed patrons of library services, made referrals to other library and campus organizations, helped patrons locate materials, assisted patrons at individual workstations, and other clerical duties performed at the reference desk.

September 2008-

June 2009

John F. Kennedy Library, California State University Los Angeles  
*Electronic Classroom Assistant*

Los Angeles, California

Assisted University Librarians in training adult groups about connectivity to a variety of academic bibliographic databases and web search engines in a classroom setting. Also assisted in training students to understand the relationship between the composition process and academic bibliographic databases.

January 2006-

present

Aladanza Escuela Superior  
*Instructor/Consultant*

Montevideo, Uruguay

Wrote and maintained business and marketing plans for a dance and pilates school. Coordinated working budget and managed all phases of publicity, press releases, advertising, artwork and technical requirements for program productions.

October 2003-

present

Multilingual Resources  
*Marketing Director*

West Hills, California

contracted

Implemented promotional campaigns for a company hiring speech and language pathologists to work in schools, Skilled Nursing Facilities, and home health care. Wrote and designed advertisements and helped with client treatment when needed.

July 1999-

present

Self-Employed  
*Founder, Choreographer and Artistic Director of Souell Productions*

Simi Valley, California

Responsible for the overall image of the company making the final decisions regarding all personnel, and repertoire. Also responsible for all contract negotiations with prospective presenters and making the final decisions regarding venues, annual budget, salary distribution, and program planning.

1998-2002

Al McNeil Jubilee Singers of Los Angeles  
*Stage Manager, Choreographer, Dancer, Singer*

Los Angeles, California

Performed as a singer and dancer under the direction of Dr. Albert McNeil. Managed the technical aspect of the Jubilee Singers' live performances: developed the light, sound, and set design as well as choreography of the dancers and singers, and supervised all performers, production and stage crews for each concert. Served as liaison to the company's management insuring that technical production requirements were delivered to each venue when performing abroad. In addition, was also the coordinator of performance checks and maintaining high levels of confidence among the cast.